

# ***FARMINGTON CITY***

## Job Description

<b>Title:</b>	Lead Concessions Aide	<b>Code:</b>	
<b>Department:</b>	Leisure Services	<b>Pay Rate:</b>	<b>\$6.35</b>
<b>Division:</b>	Swimming Pool	<b>Effective Date:</b>	Mar. 07

### GENERAL PURPOSE

Performs a variety of **routine, semi-skilled duties** assisting in the organizing and scheduling concessions workers and assuring proper staffing needs are maintained; participates as needed in the promotion and selling of concessions products.

### SUPERVISION RECEIVED

Works under the close supervision of the Concessions Manager or Leisure Services Director.

### SUPERVISION EXERCISED

Provides close to immediate supervision to Concessions Cashiers while in training or on a project-by-project basis.

### ESSENTIAL FUNCTIONS

Assists in the day-to-day management of concessions workers; monitors work in progress to assure quality and policy compliance; assists in the preparation of work schedules and shift assignments; provides initial training to concessions staff.

Monitors equipment operation and alerts manager to machinery problems; personnel problems or general concerns.

Operates concession stand; sells candy, food, drinks according to established standards and health guidelines; accepts patron payments for goods, issues change, totals and accounts for daily collections; may prepare daily deposit.

Performs daily cleaning of concessions area; follows established routine and performs checklist tasks to assure clean and sanitary operations.

May assist to perform scheduled upkeep and maintenance of facility; cleans floors, walls, windows, water equipment, etc.; monitors general activities of facility to assure safety; assists to prepare supply orders; receives inventory deliveries, verifies accuracy of shipment; stocks supply storage areas; prepares weekly inventory report.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;
  - AND
  - B. One (1) year of experience performing above or related duties is preferred;
2. Required Knowledge, Skills, and Abilities:

**Some knowledge** basic mathematics related to cashiering and changing money; basic interpersonal communication skills.

**Ability to** operate cash register; establish and maintain effective working relationships with employees, young people and adults, ability to communicate effectively, verbally and in writing.

3. Special Qualifications:

Must be at least 17 years of age.

Must possess a Davis County Food Handlers Permit.

Preference shall be give to applicants with CPR and First-Aid certifications.

No drug test is required to enter into this position.

Must be willing to work 15-40 hours per week which hours may vary according to seasonal need.

May be required to complete City provided pre-season training.

**Hiring is conditioned also upon the employee agreeing to be available to work the following seasonal holidays:** Saturday before Memorial Day (May 26<sup>th</sup>), Memorial Day (May 28<sup>th</sup>), Fourth of July, Festival Days (July 14<sup>th</sup>), Pioneer Day (July 24<sup>th</sup>) and Labor Day (September 3rd).

4. Work Environment:

Employment in this **position is At-Will and seasonal, Memorial Day to Labor Day.** Mandatory meetings will be held on May 5<sup>th</sup>, 12<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 19<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup>, and 26<sup>th</sup>, which dates may change due to circumstances and are still mandatory. During the operating period, weekly mandatory staff meetings are held Friday mornings. Incumbent in this position must be available to work preseason and after season for a short period of time. Typical preseason weekday training is held from 3:30pm - 7pm and Saturday training is held from 9am – 12noon.

Incumbent of the position performs in weather protected environment; climate controls exist at certain facilities. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Frequent communication with the public requiring the ability to talking, hear and seeing with certain aspects of the job eligible for accommodation. Common eye, hand, finger, leg and foot dexterity required to perform as swimming instructor. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.